



INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

HEADQUARTERS
DIRECTIVE NUMBER: 08-94

Chapter 406

VOLUME: 11
SECTION: ~~400~~
CHAPTER: ~~100~~
DATE: May 3, 1994

TO: Commissioner and Executive Staff Officers; Division and Branch Offices,
EEO Officer, Field Offices, Presidents of AFGE Locals 3060 and 3309

SUBJECT: Smoking Regulations

CONTROL: Manuel Rubio, Jr., Logistics Branch

100.1 PURPOSE. The purpose of this Directive is to express the policy of the United States Section (hereinafter called "Section") with regard to smoking tobacco products in Federal buildings, in facilities occupied by Section personnel, and in General Services Administration (GSA) and Section owned licensed vehicles.

100.2 AUTHORITY.

- A. GSA regulations pertaining to smoking in federal buildings and facilities are contained in 41 CFR 101-20.105-3.
- B. 41 CFR 101.39-3, Use and Care of GSA Interagency Fleet Management System Vehicles, addresses smoking in GSA vehicles.

100.3 SUPERSESION.

This directive supersedes Headquarters Directive 3-87, Volume II, Section 400, Chapter 100, dated February 10, 1987, titled Smoking Regulations.

100.4 DEFINITIONS.

- A. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lighted tobacco product.
- B. A private office is defined as space occupied by an employee performing daily work functions. It is characterized by walls (not partitions) separating the area from adjacent or common areas, by having a ceiling, and by having one or more doors.
- C. General office space is defined as space occupied by two or more personnel performing their daily work functions. This includes computer areas, mail rooms, file rooms, libraries, hallways, records storage areas, conference rooms, duplicating areas, and storage rooms for office supplies.

- D. Hazardous areas are defined as locations where there are flammable liquids or gasses, hazardous materials or chemicals, and all locations where such substances are ordinarily stored.

100.5 **SMOKING RESTRICTIONS.** Smoking is prohibited in: general office space; classrooms; conference rooms; elevators; restrooms and stairways; libraries and records storage facilities; hazardous areas (see definition); all breakrooms and lunchrooms; and in GSA and Section-owned licensed vehicles.

100.6 **AREAS IN WHICH SMOKING MAY BE PERMITTED.** Smoking may be permitted only in designated areas.

- A. Private offices which have fully functioning return air conditioning vents may be designated as smoking areas. Private offices which do not have functioning return vents may not be designated as smoking areas under any conditions. The designation of a private office that has fully functioning return air conditioning vents as a smoking or no-smoking area is controlled by the occupant.
- B. The Director, Administrative Services, determines which headquarters areas, excluding the private offices referred to in A. above, are designated as smoking areas.
- C. Project Managers of field activities may designate smoking areas in Federal buildings and facilities over which they exercise supervision, as long as the designations conform to the restrictions in 100.4 and 100.5A. Since there is no law or regulatory policy requiring that smoking areas be provided, Project Managers are not compelled to establish designated smoking areas inside any real property owned, rented, or under the control of the Section. However, as a minimum the Project Manager must provide a suitable receptacle for cigarette butts, etc. in an area reasonably convenient for smokers.
- D. Smoking is permitted outside Section buildings as long as OSHA rules are observed. It is the responsibility of Project Managers to make OSHA rules clear to subordinates.

100.7 **SIGN POSTING REQUIREMENTS.**

- A. "No Smoking Except in Designated Areas" signs are to be posted at or near entrance doors to Federal buildings and facilities; the same is true for entrance doors and facilities of the Section-owned buildings. The Property Branch is responsible for insuring signs are properly installed at headquarters facilities. The Project Managers are responsible for postings in field locations.
- B. "Designated Smoking Area" signs are to be posted in areas where smoking is permitted. Such signs are not required for private offices which the occupant has declared to be a smoking area.

- C. All areas meeting OSHA posting requirements are required to be clearly marked and employees advised. Suitable, uniform "No Smoking" signs are required to be posted to identify hazardous areas, such as near gas pumps, herbicide storage areas, and paint storage areas.
- D. "No Smoking" signs are to be posted either at entrances to elevators or in the elevators.

100.8 EXPENDITURES.

- A. The Section is not required to make any expenditures for structural changes to accommodate the smoking or non-smoking preferences of employees.
- B. The Section is required to provide ash trays or suitable receptacles in designated smoking areas.
- C. The Section is responsible for costs related to the purchase and installation of signs required by this Directive.

100.9 LABOR RELATIONS. Authority to consult with employee unions in regard to this Directive rests with the staff officer designated as Labor Relations Officer by the U.S. Commissioner.

100.10 RECORDS. The Property Branch is responsible for maintaining descriptions of smoking and non-smoking area designations for the Section.

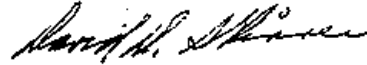
- A. The Director, Administrative Services, is responsible for documenting smoking areas on building drawings for headquarters. That documentation, which is not to include the names of employees, is to be kept in the Property Branch. Changes in designations are to be filed as changes occur.
- B. Project Managers are responsible for documenting designated smoking areas for areas under their supervision. That documentation is to take the form of sketches showing office and shop spaces, with smoking areas identified. The sketches are to be signed by the Project Manager, dated, and sent to the Property Officer; updates are to be submitted as changes occur.

100.11 DISCIPLINE.

- A. Failure to observe the provisions of this Directive constitutes a violation of Section policy, which makes it a disciplinary matter.
- B. Headquarters Directive, Volume III, Chapter 751, Discipline, outlines procedures for taking disciplinary action.

- C. Other guidelines are contained in Headquarters Directive Volume III, Chapter 752, Adverse Actions.

For the Commissioner,

A handwritten signature in dark ink, appearing to read "David D. Skinner", written in a cursive style.

David D. Skinner
Director of Personnel